



City of Riverside, California  
Personnel Policy and Procedure Manual

Approved:

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Human Resources Director

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City Manager

Number: I-4 Effective Date: 09/01

**SUBJECT:**      **TYPES OF POSITIONS, APPOINTMENTS, AND STATUS DATES IN CITY EMPLOYMENT**

**PURPOSE:**

To specify and define employment process terms for uniform use and interpretation.

**POLICY/DEFINITIONS:**

1. **Types of Positions** - A position is the basic unit of an organization and the group of current duties and responsibilities assigned by management that requires the full or part-time employment of one person. Specific types of positions in the City organization are:
  - a. **Regular Full-Time** - A position established to provide service on a full-time, ongoing basis into the future.
  - b. **Regular Part-Time** - The same as Regular Full-Time except that the work schedule involved shall total less than the full number of normal work week hours. Such work schedule may be of an irregular nature including short shifts at various times and various days of the week.
  - c. **Temporary** - A position established to provide service not to exceed 1000 hours during any fiscal year. Such positions may be filled on a full-time or part-time basis.
2. **Types of Appointments** - An appointment is the offer, by an appointing authority and acceptance by a person eligible under City policies and laws, of a position in City employment that is made in accordance with approved policies and procedures. Specific types of appointments to positions in the City organization are:
  - a. **Regular Appointment (Classified Service)** - An appointment made from a certified eligible list to a budgeted position and subject to successful completion of a probationary period. This type of appointment is further subdivided as:
    - 1) **Full-Time** - Forty (40) hour or more work week with all applicable benefits provided.
    - 2) **Part-Time (With Benefits)** - Thirty (30) to thirty-nine (39) hour work week with 3/4 of applicable benefits provided, or twenty (20) to twenty-nine (29) hour work week with 1/2 of applicable benefits provided.

- 3) Part-Time (Without Benefits) - Nineteen (19) hour or less work week.
- b. Temporary Appointment (Classified Service) - An appointment from an eligible list to a position established for a definite length of time, for a special project that shall cease to exist at the end of a stated time, for a regularly recurring need, or to alleviate cyclical or peak work loads. Such appointment is not to exceed, on a full-time or part-time basis, 1000 work hours in a fiscal year and no benefits are provided.

The Human Resources Director may authorize the temporary appointment of a qualified individual designated by a department head to a grant funded position or a specially budgeted project that shall exceed 1000 work hours in a fiscal year. Full or only mandatory benefits may be authorized depending on the terms and conditions of the grant.

- c. Regular Appointment (Non-Classified Service) - An appointment made by the City Manager, City Attorney, or other City official designated to hire outside the classified service, as defined by the City's Charter. Such appointments shall be made to an authorized position typically from a certified eligible list. All appointments in this category shall be designated "at will" and incumbents shall be subject to the terms and conditions of employment contracts prepared and approved by the Legal Department.
- 1) Full-Time - Forty (40) hour or more work week with all applicable benefits provided.
- 2) Part-Time (With Benefits) - Thirty (30) to thirty-nine (39) hour work week with 3/4 of applicable benefits provided, or twenty (20) to twenty-nine (29) hour work week with 1/2 of applicable benefits provided.
- 3) Part-Time (Without Benefits) - Nineteen (19) hour or less work week.
- d. Acting Appointment - A temporary appointment of a qualified candidate made to a regular full-time or part-time position where there is no appropriate list of eligible persons, or when there is an insufficient number of persons on an appropriate list who are willing to accept appointment, and when all other recruitment measures have been exhausted. Such appointment shall expire when an eligible list has been prepared and a regular appointment made, or shall automatically expire when 1000 work hours are completed in a fiscal year. The Human Resources Director must authorize such appointment prior to making a job offer.

The Human Resources Director may authorize an acting appointment that shall exceed 1000 work hours for an authorized leave of absence where the incumbent has reinstatement rights or for an extended recruitment. Upon reinstatement of the incumbent or hiring of an individual, the acting employee may be transferred or demoted to the previously held or similar position, another position for which qualified, or placed in layoff status.

- e. Trainee Appointment - An appointment made to a regular full-time or part-time position from an appropriate eligible list of a lower classification for a limited period of time during which the employee must qualify for the higher classification or be terminated. The employee shall be required to qualify by one or more of the following:

- 1) Additional experience
- 2) Additional education
- 3) Attainment of a required certificate or license
- 4) Successful completion of an appropriate examination

The original appointment to a trainee position shall be made on a competitive basis. Appointment to the higher classification is non-competitive, but requires department certification that the employee meets all requirements for, and is performing the full range of duties of, the higher classification. The period of time may be extended by the Human Resources Director.

- f. Appointments Outside the Hiring Process - Where an emergency or other temporary need exists for additional help not elsewhere addressed in this policy statement, a department head may, subject to the approval of the Human Resources Director:

- 1) Hire any individual considered qualified for emergency work for a period not to exceed 14 days at any one time.
- 2) Utilize the services of an agency supplying temporary, short term or emergency help for a period not to exceed 90 days.
- 3) Contract Employment (Independent Contractors) - The practice of engaging individuals under contract for personal services may be utilized only where it has been demonstrated that an employer-employee relationship does not exist.
- 4) The procedure outlined in Administrative Manual Policies II-4 and II-5 should be followed.

All such contracts for personal services must be approved by the City Attorney.

3. **Status Dates** - Specific dates relating to the employee's work history with the City are:

- a. Original Hire Date - The purpose of this date is to determine an employee's commencement of employment with the City. This date shall remain as the original date of hire and is not subject to adjustment.
- b. Hire Date - The purpose of this date is to determine an employee's most recent hire date and to determine the employee's adjusted City-wide seniority. The Hire Date may differ from the Original Hire Date. The Hire Date is subject to adjustment for all non-work time (non-pay status) of 20 working days or more unless such time is specifically exempted by personnel policy or for employee status change from temporary to regular.

- c. Departmental Hire Date (Seniority) - The purpose of this date is to determine the employee's time (seniority) within the employee's current department. It may differ from the Original, Hire and Longevity Dates. The Departmental Hire Date is subject to adjustment for all non-work time (non-pay status) of 20 working days or more unless such time is specifically exempted by personnel policy.
- d. Longevity Date - The purpose of this date is to determine an employee's appropriate accrual rates for sick leave and vacation benefits. This date shall be the same as the Original Hire Date, which is subject to adjustment for all non-work time (non-pay status) of 20 working days or more unless such time is specifically exempted by personnel policy. The Longevity Date is additionally subject to adjustment when an employee is promoted to a different bargaining unit with different accrual rates, when an employee has a status change from non-benefits to benefits, and/or when an employee is rehired.